

**Town of Rowe**  
Board of Selectmen – Minutes  
Thursday, January 16, 2020 – 5:30 pm  
Rowe Town Hall - Hearing Room 1

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**Call to Order:** The meeting was called to order by Chair Chuck Sokol at 5:35 p.m.

**Announcement of recording devices:** two recording devices

**Present:** Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman and Executive Secretary Janice Boudreau

**Audience:** Finance Committee: Chair, Loretta Dionne, Paul McLatchy III, Laurie Pike

Board of Assessors: Rick Williams, Chair, Ellen Miller

Highway Superintendent Lance Larned, Library Director Molly Lane, Rebecca Bradley, Treasurer Beverly Cooper, Joanne Semanie, Paul McLatchy III

Franklin Land Trust: Emily Boss and Alaine Peteroy

- I. 01/16/20 Agenda
- II. Call to Order: 5:35 p.m.
- III. Announcement of recording devices: One
- IV. **Meeting Minutes**

A. 10/24/2019:

**Motion to Accept Minutes:** Following review, Vice-Chair Morse made a motion to accept the Minutes of October 24, 2019. The motion, seconded by Chair Sokol, was accepted. (vote 2-0-1)

B. 11/27/2019:

**Motion to Accept Minutes:** Following review, Chair Sokol made a motion to accept the Minutes of November 27, 2019. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

C. 12/05/2019:

**Motion to Accept Minutes:** Following review, Selectman Silva made a motion to accept the Minutes of December 5, 2019. The motion, seconded by Chair Sokol, was accepted. (vote: 2-0-1)

C. 12/19/2019

**Motion to Accept Minutes:** Following review, Vice-Chair Morse made a motion to accept the Minutes of December 19, 2019. The motion, seconded by Chair Sokol, was unanimously accepted. (vote: 3-0-0)

D. 12/31/2019

**Motion to Accept Minutes:** Following review, Chair Sokol made a motion to accept the Minutes of December 31, 2019. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)

**Noteworthy Announcements:** Vice-Chair Morse acknowledged the passing of Jack Williams and detailed his numerous contributions to the town over the span of decades.

- I. Subcommittee Updates: Gracy House Committee member Joanne Semanie said that the Gracy House Committee will put an article in the Goal Post and will send out a letter to citizens to announce a meeting to take place on February 25, 2020. At that meeting, the Gracy House Committee will give a report on their findings and have an opportunity for citizens to give input and ask questions.
- II. Liaison Reports (DPW, Fire, Police, Town Hall):
  - DPW: Member Silva said that there will be a plan in place to deal with mud season especially with respect to Davis Mine and Davenport Roads. There was discussion about having road signs for mud season and whether people could be fined for traveling when roads were posted. It was decided to have Administrative Assistant inquire with Town Counsel about fining.
  - Police: Member Silva discussed a citizen complaint about excessive speeding on Davis Mine Road. Vice-Chair Morse confirmed that Rowe Police were patrolling the Davis Mine/Davenport Roads on a regular basis except when the road was impassable.
  - Fire Dept.: Vice-Chair Morse said that Fire Chief was completing the First Responder training today and that it had saved the town money as he was qualified to perform the training at no cost and included volunteers from Charlemont.

## II. Scheduled Presentations/Joint Meetings

### A. 6:00 p.m. Treasurer Beverly Cooper:

- Timesheets: There was discussion about changing employee timesheets to a different format. There was discussion about who should submit timesheets.
- OBRA: The OBRA transition from Social Security has been made for applicable employees and Administrative Assistant is still working on getting forms completed. An employee informational session will be planned in the near future so employees can learn more about the OBRA accounts set up with the company Nationwide.
- State House Note Loans: There was discussion about rolling the notes over and planning interest installments as well as budgeting for the loan in the future.
- Ms. Cooper acknowledges she would complete the Warrants on every other Wednesday.

Treasurer Cooper left the meeting at 6:30 p.m.

Emily Boss and Alaine Peteroy joined the meeting at 6:45 p.m.

- B. 6:45 p.m. Franklin Land Trust Presentation – Emily Boss: Emily Boss, Land Protection Specialist and Alaine Peteroy, Director of Land Conservation of the Franklin Land Trust (FLT) provided an overview of 3 Rowe land owners who joined with 6 other families in Charlemont to create a wildlife corridor of undeveloped lands connecting an existing conservation area. FLT is completing a Landscape Partnership Grant through the MA Executive Office of Energy and Environmental Affairs.

Town Impact: The impact of the town was discussed with having a public access component and trail system and that the land would be excluded from future growth to the town. Rowe Board of Assessors confirmed that the tax impact and loss to the town was under \$150.00. There would be future discussions with the Board and the Conservation Commission should the grant move forward. FLT would accept the grant and monitor and enforce the requirements of the conservation.

**MOTION TO SIGN SUPPORT LETTER: Chair Sokol made a motion to sign the Letter of Support for the Warner Hill Wildlife Corridor Initiative. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3-0-0)**

Emily Boss and Alain Peteroy left the meeting at 7:25 p.m.

C. 7:26 p.m. Budget Hearings: Highway Dept.:

- Summer Youth Program: There was discussion about the Summer Youth program and its objectives. It was agreed to try to advertise earlier to better determine the budget. There was discussion about the pooling of kids for one Summer Youth program and determine where they work each week and having one person who manages it, rather than splitting between two departments and having one budget and one line item for the Summer Youth Program. Pay equity was discussed between Park and DPW. It was decided that Superintendent Larned and Park Manager Loomis should get together and then meet with the Park Commission for further discussion. March 5, 2020 at 6:30 p.m. was selected as a date to meet and discuss in greater detail with the Park Commission. The change in structure may not happen this year.
- Superintendent discussed purchase of a Loader for approximately \$200,000.00 as he is starting to have issues with the current Loader worth \$80,000.00.
- Road Reclamation: Paul McLatchy III is working with Superintendent to come up with a 20-year highway plan for Rowe roads.
- Superintendent identified two projects he wants to pursue this year: \$78,000 for parking lot for DPW lot to remedy issues and improve work flow and \$380,000 for Monroe Hill Road paving as estimated.

D. Budget Hearings: Council on Aging: Level Budget – No hearing required.

E. 8:05 p.m. Budget Hearings: Library: Library Director reported the Library's heating costs were lower due to learning how to fine tune adjustments with the heat pumps and oil heat. To satisfy the MA Board of Library Commissions budget the Library's budget must increase to 2.5 % to maintain certification. There were no major changes to their budget. The capital requests will be turned in at a later date.

Finance Committee and Library Director Lane and Rebecca Bradley left at 8:13

III. Municipal Light Plant Broadband Project Updates and Discussion:

- Chair Sokol said there was nothing to report other than there were plans that needed to be worked out related to the King's Highway Bridge Construction project to move wires to put the temporary bridge in place.

IV. Selectboard Business

A. New Business

1. Shared Services Agreement – Accountant: Vice-Chair Morse met with Heath and Monroe to discuss the Shared Services Agreement for Accounting services. The Agreement will not be able to start until July 1, 2020. The Town of Rowe will be the lead town and Vice-Chair Morse has asked FRCOG will to provide a Shared Services Agreement. Details will be worked out in the future.

2. Shared Fire Chief Agreement – Charlemont: Vice-Chair Morse met with Charlemont Selectman Reynolds and Fire Chief to discuss the future of the Shared Fire Chief Agreement. It was suggested to form a Committee with members from both towns to work out details related to possibly forming a fire district in the future and potentially adding nearby towns. Following review of the signed Memorandum of Understanding Charlemont provided, it was agreed to have Town Counsel review.
3. Accountant Suggestions for Payroll/Timesheets: Discussed earlier in the meeting.
4. FY19 Audit: Executive Secretary confirmed that an Agreement had been signed with Scanlon & Associates for an audit for year ending June 2019. She will inform the Accountant and the Treasurer of the scheduled audit to commence May 2020 for \$16,500.00.
5. Mileage Rate for 2020 – set rate: Setting the mileage rate for travel reimbursement was discussed.

**MOTION TO SET 2020 MILEAGE RATE: Chair Sokol made a motion to set the 2020 Mileage Rate at .575. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3/0/0)**

B. Old Business

1. Continued discussion:
  - a) Potential Town Administrator Position: tabled until a later date
  - b) FY2021 Budget Discussion: No discussion needed
  - c) Bylaw Discussion following Town Counsel Review: Members reviewed Town Counsel's comments of the substantive changes to the Bylaws before sending to Attorney General's Office for review. Following discussion, it was decided to send to the Bylaw Committee for further review and committee recommendation.
  - d) Mud Sign Wording: Discussed earlier in the meeting
  - e) Summer Youth Programs Structure: A meeting with the Park Commission, Park Manager and DPW Superintendent was scheduled to discuss further on March 5, 2020 at 6:30 p.m.
  - f) Municipal Vulnerability Program: Administrative Assistant report that the Grant application was submitted.
  - g) Yankee Road: No thing
  - h) Roof Over Mailboxes: Following discussion, Selectmen decided not to obtain additional quotations to have a roof installed over mailboxes since the 2 contractors who reviewed the situation said a roof would not help alleviate freezing due to wind conditions.
  - i) Beautification of the Broadband Hut: Spring
  - j) Facilities Inspector (variation on facilities manager): tabled until later date
  - k) Community Center Committee: tabled until later date
  - l) Community Preservation Act: It was decided that the Community Preservation Act should be discussed with the Board of Selectmen, Board of Assessors and Finance Committee in the near future.
  - m) Personnel Policy Manual: Members reviewed Town Counsel's notes regarding Selectman Silva's recommendations and additions to the Personnel Policy

Manual. Following discussion, it was decided to incorporate them into the Manual and return to the Board for final review.

1. Follow-up on action items
  - a. Administrative Staff items and additional town hall updates: Tabled
  - a) Chuck Sokol items
  - b. Jenn Morse items
  - c. Ed Silva items

C. Contracts/Bids

1. Grant Agreement between MA DEP and The Town of Rowe: Grant for paper compactor at Refuse Gardens. The Board of Health reported that they were not ready to move the project forward.
2. Contract between MA DEP and the Contractor and the Town of Rowe: Jan Ameen, Director of Franklin County Solid Waste Management District sent an email earlier in the day requesting that towns hold off signing the contract while contract negotiations continued.
3. FRCOG Collective Purchase Agreement for Regional Collective Fire Alarm Testing:

**MOTION TO JOIN COLLECTIVE PURCHASE AGREEMENT: Chair Sokol made a motion to join the Franklin Regional Council of Governments Collective Purchase Agreement for Regional Collective Fire Alarm Testing. The motion, seconded by Vice-Chair Morse, was unanimously accepted. ( vote: 3/0/0)**

V. Unforeseen Business (within preceding 48 hours)

VI. Adjournment 9: Seeing no further business, Vice-Chair Morse made a motion to adjourn the Meeting at 8:38p.m. The motion, seconded by Selectman Silva, was unanimously accepted. (vote: 3 -0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date:

2/13/2020

Approved:



Chuck Sokol, Chair



Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

**Documents:**

- Agenda 01/16/20
- Grant Agreement Between MA DEP and the Town of Rowe
- Contract Between MA DEP and the Town of Rowe
- Town Counsel Response re: DEP Contract
- Email from Jan Ameen FCSWMD (1-16-20)
- Warner Hill Neighborhood Map –
- Warner Hill Wildlife Corridor Project Narrative
- Sample MOU – Franklin Land Trust with Leyden
- Draft Support Letter Warner Hill Wildlife Corridor Initiative
- Memorandum of Understanding Between Charlemont and Rowe Regarding Fire Chief Employment
- FRCOG Collective Purchase Agreement for Regional Collective Fire Alarm Testing
- Colrain Town Coordinator Job Description
- Deerfield Town Administrator Job Description
- Ashfield Town Administrator Job Description
- Ashfield Town Administrator Bylaw
- Cheshire Town Administrator Job Description
- FRCOG Administrative Staff Wage Survey
- Town Counsel Response re: Town Administrator Position
- Town Counsel Response re: Substantive Bylaw Changes
- Draft Minutes: 10/24/2019, 11/27/2019, 12/05/2019, 12/19/2019, 12/31/2019
- Sample Timesheet from Town Accountant
- FY2021 Budget : Highway
- FY2021 Budget: Library

**Mail:**

- MassDOT Chapter 90 Supplemental Funding Letter
- MA DEP letter re: Recycling contract